

COMMAND INSPECTION CHECKLIST (BRIGADE/BATTALION LEVEL) 1 October 2005

EQUAL OPPORTUNITY PROGRAM

Unit Inspected: _____ Inspector: _____ Date: _____

Inspected Unit Contact: _____ Phone Number: _____

EQUAL OPPORTUNITY PROGRAM	YES	NO	COMMENT
1. <u>Command Policy Letters</u> . a. Are TAG and Commander policy letters on equal opportunity and sexual harassment prominently displayed? b. Does the sexual harassment policy letter contain the definition specified in AR 600-21, Para 2-2a-c, or equivalent language? c. Are command letters published within 60 days of assumption of command?			
2. <u>Posting EO Complaint Process</u> . Is the EO complaint system and process prominently posted and accessible to soldiers as specified in the AAP?			
3. <u>Newcomer Orientation</u> . Does the newcomer orientation for all new soldiers include discussing the purpose and location of EO personnel, resources, and policies as specified in the AZ ARNG Affirmative Action Plan (AAP)?			
4. <u>EO Regulations</u> . Does the unit have current copies of regulations NGR 600-21 and NGR 600-22 governing Equal Opportunity?			
5. <u>Sexual Harassment Training</u> . a. Is the unit conducting one one-hour block of Prevention of Sexual Harrassment (POSH) training per year IAW NGR 600-21, Para 2-10? b. Is the unit maintaining sign-in rosters documenting the training? c. Has the unit forwarded the sign-in rosters to the State HR/EO for inclusion in the Annual Narrative and Statistical Report?			
6. <u>Equal Opportunity Training</u> . a. Is the unit conducting one one-hour block of Equal Opportunity training per year IAW NGR 600-21, Para 2-10? b. Is the unit maintaining sign-in rosters documenting the training? c. Has the unit forwarded the sign-in rosters to the State HR/EO for inclusion in the Annual Narrative and Statistical Report?			

7. <u>Unit Climate Assessment</u> . Has the unit commander conducted a unit climate assessment within 180 days of assumption of command and annually thereafter IAW NGR 600-21, Para 2-9?			
7. <u>EO Personnel</u> . Has the unit appointed required EO personnel? a. Do Brigades and Regiments have one Equal Opportunity Advisors with minimum grade of CPT or SFC appointed on orders and DEOMI trained IAW NGR 600-21, Paras 2-2 and 3-1? b. Do Battalions and Companies/Batteries have at least one Equal Opportunity Representatives with minimum grade of SGT appointed on orders IAW NGR 600-21, Para 2-10.c.?			
9. <u>Special Ethnic Observances</u> . Is the unit conducting annual special ethnic observances IAW NGR 600-21, Chapter 4?			
REMARKS:			